

EMPLOYMENT OPPORTUNITY

20 East Sixth Street • Tempe, Arizona 85281 • 480/350-8276 • TDD 480/350-8400
<http://www.tempe.gov>

Committed to Equal Opportunity and Reasonable Accommodation



DETENTION OFFICER (Police Department – Support Services)

The attached Detention Officer Supplemental Questionnaire form must be signed and returned with your application.

OPENING DATE: On-Going Recruitment

CLOSING DATE: Subject to close when the needs of the City are met.

ANNUAL SALARY RANGE: \$32,779 - \$44,258

This position is FLSA Non-Exempt and is eligible for overtime compensation and/or compensatory time

This position includes excellent benefits, participation in the state retirement program, and overtime eligibility.

MINIMUM QUALIFICATIONS

Requires one year of Corrections, Detention Officer, or related experience, plus completion of the twelfth grade, or G.E.D. supplemented by course work in criminal justice or related field. **Proof of Certification as a Corrections/Detention Officer from a federal, state or county training facility is also required and must accompany the candidate's application.**

ADDITIONAL REQUIREMENTS

This position also requires possession of, or the ability to obtain an appropriate Arizona driver's license. Referred applicants will receive a polygraph exam and background investigation. Successful completion of probationary period is contingent upon passing a FBI background investigation.

SELECTION CRITERIA

Note that Police Department positions have rigorous standards and all candidates are subject to an extensive background check including and not limited to DPS and FBI background investigation, polygraph exam, etc. Candidates given a conditional offer will receive a post-offer / pre-employment physical and drug screen. Applicants need to be truthful and accurate and avoid providing inconsistent information, wrong dates, partial or incomplete information when completing the application and supplemental forms. Falsifying information or lying during any stage of the selection / hiring process will make you ineligible for new or continued City employment. Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews.

REPRESENTATIVE DUTIES

- Process prisoners into City jail; take mug shots of prisoners; search prisoners; take inventory of prisoner's personal property; grant phone calls; obtain fingerprints; fill out necessary booking sheets and record entries in the booking log.
- Maintain jail facilities and equipment; prepare meals and feed prisoners; transfer prisoners from one cell to another; clean jail cells as necessary.
- Restrain combative, suicidal or mentally disturbed prisoners; determine if prisoners are ill or injured and obtain medical attention as necessary.
- Ensure timely court appearances for all prisoners; escort prisoners to City Court for appearances; prepare bond receipts; collect bond money.
- Determine prisoner release criteria according to established procedures; determine bond amounts; coordinate with court clerks when bond is posted; disseminate paperwork to appropriate areas when prisoners are released or transferred.
- Operate computers to retrieve warrant and records information on prisoners; confirm warrants from other jurisdictions.
- Perform prisoner transportation duties.

RECRUITMENT CODE: 1707

LAL/TM